

State Emergency Response Commission (SERC)
Planning & Training Committee Meeting
Meeting Minutes for May 19, 2016
Prepared on May 24, 2016

The SERC Planning & Training Committee meeting was held on May 19, 2016 at the DEMA State EOC.

Minutes for the meeting are as follows:

Attendees: Tony Lee (attending as proxy for AJ Schall, Committee Chair), Avery Dalton, Jamie Bethard, Dwayne Day, Mark Dolan, David Irwin, Dr. Har Ming Lau, Robert Newnam, Charles Stevenson, Lori Sherwood

Guest Attendee: Phillip Pennington – Delaware State Fire Chief

Meeting was called to order by Tony Lee at 9:03 a.m.

Old Business:

Mr. Newnam motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on February 18, 2016. Mr. Bethard seconded the motion. All approved.

Mr. Dalton briefed on the HMEP grant. He stated 14 percent of the grant funds have been spent and we are into the 3rd quarter of the grant, which ends June 30th. The grant ends September 30, 2016.

Mr. Dalton briefed on the SERT and LEPC Plans review and update. He informed the committee he has the SERT plan and they will meet to discuss plan updates following the Planning and Training meeting. The committee did last year's plan review. Once that was done he was advised to look at CPG-101. Mr. Dalton then stated he would like to look at the HAZMAT study from 2013 and talk through the plan. Handouts were distributed of proposed changes and recommendations to the plan.

Mr. Giles made mention, that Mr. Dalton put LEPC plan on the agenda because when the plans were approved last year for all the LEPC's, it was brought up that the plans were not uniform. Mr. Dalton replied that the committee is going to give the plans a common look and try to make them equivalent to the greatest degree possible. In addition, he would like for the LEPC's to be involved with the committee.

Mr. Irwin reported on the 9th Annual HAZMAT Training Workshop. He stated that it was an overwhelming success. On Friday there were 227 participants, on Saturday there were 218 participants, and for the teambuilding dinner we had 135. We set a record for attendance. Mill Creek Fire Company did an outstanding job for the dinner. We delivered the highest number of sponsors and the highest amounts of funds that we have raised to date. A date for the 10th Annual

HAZMAT Training Workshop will be forth coming, but will be held sometime in April of next year at the Fire School.

Mr. Giles stated it was success and under new business we are going to recommend the SERC's approval for a 10th Annual HAZMAT Workshop.

New Business

Mr. Dalton briefed on the Hazardous Materials Emergency Preparedness (HMEP) Grant. He stated, we have only spent 14% of the funds and there is a lot of money that needs to be spent. It was discussed on *having special meetings to authorize spending or have the committee authorize the director of DEMA to transfer funds and he would reach out to each one of the sub-recipients and ask is it acceptable use of the funds.*

Mr. Dalton stated last year we funded nearly \$10,000 on additional training courses that had not been funded before; Fire School Confined Space Entry, HAZMAT related courses that come under the normal fire school funds. Also, we should be looking at any opportunity to use funds for equipment.

Equipment you fund for training purposes, but it's not supposed to be used for operational purposes. An example would be; fire fighting phones, chlorine kits (if you need gaskets for them), replacing level A suits.

Mr. Dalton stressed the fact; decisions need to be made quickly because we are already halfway through the third quarter this year. Last year we made a pretty good effort to spend down the funding and he would like everyone on the same page for this year.

Mr. Giles made motion the committee make every effort to spend the remaining on equipment and training that is approved by the director. Mr. Newnam seconded. All approved.

Mr. Dalton briefed on the State Emergency Response Team (SERT) Plan. He stated we are going to meet right after the Planning and Training Meeting to review the plan as a group. We will look at the hazards and the HAZMAT commodities flow study from 2013 and talk through usage of the plan. After we conclude plan revisions he will send them out to the committee.

Mr. Lee then asked for discussion and approval of the SERC Committee Agenda for the meeting on June 8th.

Mr. Newnam stated there will be no written Finance and Budget Report, is in the process of putting together a proposal for September's meeting. Also, there will be no written report on the DECON Committee, as there was no meeting. He will however verbally brief at the meeting.

Mr. Giles made motion to approve the SERC Committee Agenda for the meeting scheduled on June 8, 2016. Mr. Irvin seconded. All approved.

Mr. Giles made motion that the committee approves the recommendation for the 10th Annual HAZMAT Training Workshop. Mr. Irwin seconded. All approved.

The SERC Planning and Training meeting was adjourned by Mr. Lee at 10:05 a.m.

SERT Plan Review:

The P&T Committee concluded and a review of the SERT plan commenced. The attendees were; Avery Dalton, Jamie Bethard, Dwayne Day, Mark Dolan, David Irwin, Dr. Har Ming Lau, Robert Newnam, Charles Stevenson, Lori Sherwood, and Fire Chief Phil Pennington, the President of the Fire Chiefs Association.

The committee reviewed the existing changes recorded in May of 2015. Mr. Dalton used a power point presentation of IEM's 2013 Commodity Flow study. As part of CPG 101 - Identify Threats and Hazards & Assess Risk, the group discussed the risks through a discussion of a Chlorine spill from a tank railcar. Next, the committee discussed using the plan to, Determine Operational Priorities & Set Goals and Objectives from CPG 101. The committee discussed the actions taken on-scene as related to operational priorities. Finally, the committee discussed on-scene courses of action, which addressed CPG 101 - Develop and Analyze Courses of Action & Identify Information Needs.

Mr. Dalton asked about revising the scenario for a different chemical hazard. Mr. Bethard said that the courses of action would remain the same for any chemical hazard. Mr. Newnam and the group agreed.

Mr. Dalton collected additional comments. He said he would distribute the revised plan to the group in the next few weeks for review.

The meeting was adjourned by Mr. Lee at 10:05 a.m.

Meeting Minutes

Minutes were taken by Ms. Lori Sherwood, and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on May 23, 2016.

Minutes posted to the State Public Calendar, on May 23, 2016.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: _____


AJ Schall, Chair for the SERC Planning and Training Committee